

**ARTICLE 7**  
**Personnel Files**

- A. There shall not be more than two (2) personnel files maintained for each employee. The official file will be maintained at the District personnel office. In the event two (2) such files are maintained, one (1) shall be kept in the principal's or director's office at the school or other location where the employee is then employed. Each document placed into the employee's file maintained by the principal or director's office, with the exception of records of counseling and/or written reprimands issued by a school or department administrator, shall be duplicated and transmitted to the District personnel office for inclusion within the employee's file maintained at the District personnel office. The affected employee will receive a copy of the record of counseling or written reprimand. Said document(s) shall be held in abeyance unless the offending behavior recurs or other disciplinary action is taken, within one (1) year of issuance, in which case all documents will be placed in District personnel file(s). If a record of counseling or a written reprimand is held in abeyance, and the offending behavior does not recur and there is no other corrective action within one year from issuance, the original document will be delivered to the employee at the end of one year from the time of issuance. NOTE: Records of counseling and/or written reprimands based upon a serious breach of conduct which is of a criminal nature, or compromises the health and/or safety of any individual, or is issued by the Special Investigative Unit shall be grievable beyond step II. and will not be forwarded to the employee's District personnel file until completion of the grievance procedure (if exercised). When the employee leaves the District, the file maintained in the principal's or director's office may remain there for up to three (3) years or be destroyed if the principal leaves the school within the three (3) year period. No item from an anonymous source may be placed in the personnel file.

An employee has the right to answer in writing any materials in his/her personnel file. An employee has the right to request that the Superintendent or his designee make an informal inquiry regarding material in his personnel file which the employee believes to be false. The official who makes the inquiry shall append to the material a written report of his findings.

- B. Letter(s) of reprimand, letters of complaints from any source, or other items detrimental to an employee's employment status, shall not be placed into an employee's personnel file until the employee has had an opportunity to read and/or sign the item. An employee's refusal to sign any such item does not restrict the right of the Board to place these

items into the appropriate personnel file. The employee's signature shall indicate only that he/she has read the item and shall not necessarily indicate agreement with its contents unless otherwise indicated. The employee shall have the right to respond to any item(s) to be placed in his/her personnel file and to have the response attached to such item(s).

- C. Each employee shall have the right, upon request, to review and reproduce any contents of his/her personnel file. A representative of the BTU-ESP may accompany the employee in such review and may, upon written authorization by the affected employee, review and reproduce any contents of an employee's personnel file.

The School Board shall charge the employee or representative for all copies requested and duplicated. The rate shall be established by the School Board.